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## MANAGEMENT TOOLS

### RECORDS MANAGEMENT and SPACE PROBLEMS

Two previous Support Bulletin articles in this series have dealt with efficient filing methods, correct use of filing supplies and equipment, and the economy of bulk storage for inactive records.

Let's now consider another element of the problem—paperwork, for today's paperwork is tomorrow's records.

### FORMS

For example, consider the forms you are using. If they were not designed and printed according to the Organization's forms standards they are probably taking up 20% to 40% more file space than necessary. When did you last review your forms for possible...

ELIMINATION of unnecessary forms, copies of forms, or items on forms.

CONSOLIDATION of two or more forms or parts of forms.

IMPROVEMENTS in design and size for more efficient handling.

REFINEMENTS in reproduction, distribution, and stocking methods.

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## REPORTS

How about the administrative reports you either require or prepare? Have you studied them lately for...

.DUPLICATION . . . Do they repeat or overlap other reports?

.NONESENTIALS . . Do they include extraneous unrequired matter?

.FREQUENCY . . . . Are their frequencies consistent with the need for information?

.DUE DATES . . . . Do they avoid peak workload periods and allow enough preparation time--without overtime?

.FORMAT . . . . . Are they efficient to transmit and use without added correspondence or explanation?

.DISTRIBUTION . . Are they sent to too many people?

## CORRESPONDENCE

What about your correspondence? Are these "unnecessaries" common in your office?

.UNNECESSARY CORRESPONDENCE...

The creation of another memorandum or letter when an alternate could be used, such as:

- Phone call or personal contact
- Routing and Record Sheet
- Transmittal Slip

**.UNNECESSARY COPIES...**

Those extra courtesy or information copies which create unnecessary files in uninterested or marginally concerned offices. Specific, realistic copy needs save file space and preparation time.

**.UNNECESSARY WORDS...**

Spendthrifts in words waste file space. Consider the formula-- Shortness, Simplicity, Sincerety, and Strength. (Records Management Staff can supply you with a helpful booklet, Plain Letters.

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**.UNNECESSARY REWRITES...**

Careful preparation and review of the first draft will eliminate unnecessary redrafts; copies of which invariably are filed in overcrowded files.

**SPACE PROBLEM?**

Do you have a space problem? Consider it now in the light of your answers to these questions...

The Records Management Staff,  
working with your Records Officer, can  
help find the answers in your office.  
Why not get in touch with your Records  
Officer soon?

Copies of the booklet Management  
Tools--So You Have A Space Problem,  
from which this series of articles was  
taken, are available from the Records  
Management Staff.